



REGION III - FACILITY RESPONSE PLAN CHECKLIST

Regional ID#:

MSO:

Facility Name:

Review Date:

Owner

Deficiency Letter:

Facility Contact Person:

Inspection Date:

Table of Contents (Appendix F to Part 112)

☐

The Facility Response Plan follows the specific format in Appendix F to Part 112.

☐

The Facility Response Plan does not follow the specific format in Appendix F to Part 112, but the response plan includes an Emergency Response Action Plan as specified in paragraph (h)(i) and is supplemented with a cross-reference section to identify the location of elements listed in paragraphs (h)(2) through (h)(11) of Section 112.20

☐

The Facility Response Plan does not follow the specific format in Appendix F to Part 112 and is not supplemented with a cross-reference section to identify the location of elements listed in paragraphs (h)(1) through (h)(11) of Section 112.20

REGION III - FACILITY RESPONSE PLAN CHECKLIST



Regional ID#:

Complete and in the proper section
Complete but not in the proper section
In the proper section but is incomplete
Incomplete and not in the proper section
Not located anywhere in the ERAP
Not Applicable

Comments

Emergency Response Action Plan (Appendix F to Part 112 Section 1.1)

Yes

☐

No

☐

Is the Emergency Response Action Plan (ERAP) provided.
If no, go to page 3 of this checklist.

Yes

☐

No

☐

The Emergency Response Action Plan is maintained in the front of the same binder that contains the complete response plan or it is contained in separate binder. In the latter case, both binders are kept together.

NOTE: The following nine sections on this page pertain to the Emergency Response Action Plan (ERAP)

Qualified Individual Information [Section 112.20(h)(1)(i)] (p. 34100)

☐☐☐☐☐☐☐☐

Emergency Notification Phone List [Section 112.20(h)(1)(ii)] (p. 34100)

☐☐☐☐☐☐☐☐

Spill Response Notification Form (Appendix F to Part 112 Section 1.3.1) (p. 34125)

☐☐☐☐☐☐☐☐

Response Equipment List and Location (Appendix F to Part 112 Section 1.3.2) (p. 34126)

☐☐☐☐☐☐☐☐

Response Equipment Testing and Deployment (Appendix F to Part 112 Section 1.3.3) (p. 34126)

☐☐☐☐☐☐☐☐

Facility Response Team [Section 112.20(h)(1)(v)] (p. 34100)

☐☐☐☐☐☐☐☐

Evacuation Plan [Section 112.20(h)(1)(vi)] (p. 34100)

☐☐☐☐☐☐☐☐

Immediate Actions (Appendix F to Part 112 Section 1.7.1.2) (p. 34131)

☐☐☐☐☐☐☐☐

Facility Diagram (Appendix F to Part 112 Section 1.9.1) (p. 34135)

☐☐☐☐☐☐☐☐

REGION III - FACILITY RESPONSE PLAN CHECKLIST



Regional ID#:

Complete and in the proper section
 Complete but not in the proper section
 In the proper section but is incomplete
 Incomplete and not in the proper section
 Not located anywhere in the plan
 Not Applicable

Comments

Facility Information (Appendix F to Part 112 Section 1.2)

Facility Information Form (Appendix F to Part 112 Section 1.9.1) (p. 34124)

Date of last update:

Yes No

Yes No

<input type="checkbox"/>	<input type="checkbox"/>	Facility Name	<input type="checkbox"/>	<input type="checkbox"/>	Operator (If not Owner)
<input type="checkbox"/>	<input type="checkbox"/>	Location (Street Address)	<input type="checkbox"/>	<input type="checkbox"/>	Qualified Individuals
<input type="checkbox"/>	<input type="checkbox"/>	City, State, Zip	<input type="checkbox"/>	<input type="checkbox"/>	Name
<input type="checkbox"/>	<input type="checkbox"/>	County	<input type="checkbox"/>	<input type="checkbox"/>	Position
<input type="checkbox"/>	<input type="checkbox"/>	Phone Number	<input type="checkbox"/>	<input type="checkbox"/>	Work Address
<input type="checkbox"/>	<input type="checkbox"/>	Latitude/Longitude Information (degrees, minutes,seconds)	<input type="checkbox"/>	<input type="checkbox"/>	Home Address
<input type="checkbox"/>	<input type="checkbox"/>	Wellhead Protection Area	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Phone Number
<input type="checkbox"/>	<input type="checkbox"/>	Owner	<input type="checkbox"/>	<input type="checkbox"/>	Date of Oil Storage Start-up
<input type="checkbox"/>	<input type="checkbox"/>	Owner Location (Street Address-if different from Facility Address)	<input type="checkbox"/>	<input type="checkbox"/>	Current Operations
<input type="checkbox"/>	<input type="checkbox"/>	City, State, Zip	<input type="checkbox"/>	<input type="checkbox"/>	Date(s) and Type(s) of Substantial Expansion(s)
<input type="checkbox"/>	<input type="checkbox"/>	County	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Phone Number	<input type="checkbox"/>	<input type="checkbox"/>	

REGION III - FACILITY RESPONSE PLAN CHECKLIST



Regional ID#:

Complete and in the proper section
 Complete but not in the proper section
 In the proper section but is incomplete
 Incomplete and not in the proper section
 Not located anywhere in the plan
 Not Applicable

Comments

Emergency Response Information (Appendix F to Part 112 Section 1.3)

Emergency Notification Phone List (Appendix F to Part 112 Section 1.3.1) (p. 34125)

Yes	No		Yes	No	
		1. National Response Center (NRC) Phone Number: 1-800-424-8802			7. State Emergency Response Commission (SERC)
		2. Qualified Individual			Evening Phone
		Evening Phone			8. State Police
		3. Company Response Team			9. Local Emergency Planning Committee (LEPC)
		Evening Phone			10. Local Water Supply System
		4. Federal On-Scene-Coordinator (OSC) and/or Regional Response Center (RRC) 24-hour number			Evening Phone
		Evening Phone			11. Weather Report
		5. Local Response Team			12. Local Television/Radio Station for Evacuation Notification
		6. Fire Marshall			13. Hospitals
		Evening Phone			

REGION III - FACILITY RESPONSE PLAN CHECKLIST



Regional ID#:

Complete and in the proper section
 Complete but not in the proper section
 In the proper section but is incomplete
 Incomplete and not in the proper section
 Not located anywhere in the plan
 Not Applicable

Comments

Emergency Response Information (Appendix F to Part 112 Section 1.3) (Continued from page 4)

Spill Response Notification Form (Appendix F to Part 112 Section 1.3.1) (p. 34125)								
Description of the Facility Emergency Response Equipment (Appendix F to Part 112 Section 1.3.2) (p. 34126)								
Response Equipment Testing/Deployment (Appendix F to Part 112 Section 1.3.3) (p. 34126)								
Emergency Response Personnel Form (Including Date of Last Update) (Appendix F to Part 112 Section 1.3.4) (p. 34126-34127)								
Emergency Response Contractors Form (Including Date of Last Update) (Appendix F to Part 112 Section 1.3.4) (p. 34127)								
Evidence of Contractual Agreement (Section 112.2) (p. 34097)								
Facility Response Team Form (Including Date of Last Update) (Appendix F to Part 112 Section 1.3.4) (p. 34127)								
Facility Evacuation Plan (Appendix F to Part 112 Section 1.3.5.1) (p. 34128)								
Community Evacuation Plan Copy/Reference (Appendix F to Part 112 Section 1.3.5.3) (p. 34128)								
Qualified Individual's Duties [Section 112.20(h)(3)(ix)] (p. 34100)								

REGION III - FACILITY RESPONSE PLAN CHECKLIST



Regional ID#:

Complete and in the proper section
 Complete but not in the proper section
 In the proper section but is incomplete
 Incomplete and not in the proper section
 Not located anywhere in the plan
 Not Applicable

Comments

Hazard Evaluation (Appendix F to Part 112 Section 1.4)

Hazard Identification Tanks Form Including Date of Last Update (Appendix F to Part 112 Section 1.4.1) (p.34129)								
Hazard Identification Surface Impoundments Form Including Date of Last Update (Appendix F to Part 112 Section 1.4.1) (p. 34129)								
Labelled Schematic Drawing of the Facility (Appendix F to Part 112 Section 1.4.1) (p.34129)								
Description of the Loading and Unloading of Trucks, Railroad Cars, or Vessels (Appendix F to Part 112 Section 1.4.1) (p. 34129)								
Day-to-Day Operations that may present a risk of discharging oil or releasing a hazardous substance (Appendix F to Part 112 Section 1.4.1) (p. 34129)								
The Secondary Containment Volume Associated With Each Tank and/or Transfer Point at the Facility [Capacities must be listed for each individual unit (tank, sumps, drainage, traps, and ponds), as well as the facility total] (Appendix F to Part 112 Section 1.4.1) (p. 34129)								
Normal daily throughput for the facility and any effect on potential discharge volumes that a negative or positive charge in that throughput may cause (Appendix F to Part 112 Section 1.4.1) (p. 34129)								

REGION III - FACILITY RESPONSE PLAN CHECKLIST



Regional ID#: .

Complete and in the proper section
Complete but not in the proper section
In the proper section but is incomplete
Incomplete and not in the proper section
Not located anywhere in the plan
Not Applicable

Comments

Hazard Evaluation (Appendix F to Part 112 Section 1.4) (Continued from page 6)

Vulnerability Analysis (Appendix F to Part 112 Section 1.4.2) (p. 34130)

This analysis must be prepared for each facility and, as appropriate, must discuss the vulnerability of:

Discussed Not Discussed

(1) Water intakes (drinking, cooling, or other);

(2) Schools;

(3) Medical facilities;

(4) Residential areas;

(5) Businesses;

(6) Wetlands or other sensitive environments;

(7) Fish and wildlife;

Discussed Not Discussed

(8) Lakes and streams;

(9) Endangered flora and fauna;

(10) Recreational area;

(11) Transportation routes (air, land, and water);

(12) Utilities; and

(13) Other areas of economic importance (e.g., beaches, marinas) including terrestrially sensitive environments, aquatic environments, and unique habitats.

Analysis of the Potential for an Oil Spill (Appendix F to Part 112 Section 1.4.3) (p. 34130)

Facility Reportable Oil Spill History (Appendix F to Part 112 Section 1.4.4) (p. 34130)

REGION III - FACILITY RESPONSE PLAN CHECKLIST



Regional ID#:

Complete and in the proper section
Complete but not in the proper section
In the proper section but is incomplete
Incomplete and not in the proper section
Not located anywhere in the plan
Not Applicable

Comments

Discharge Scenarios (Appendix F to Part 112 Section 1.5)

The scenarios shall also consider factors that affect the response efforts required by the facility. These include but are not limited to:

- (1) Size of the spill
- (2) Proximity to downgradient wells, waterways, and drinking water intakes;
- (3) Proximity to fish and wildlife and sensitive environments;
- (4) Likelihood that the discharge will travel offsite (i.e., topography, drainage);
- (5) Location of the material spilled (i.e., on a concrete pad or directly on the soil;
- (6) Material discharge;
- (7) Weather or aquatic conditions (i.e., river flow);
- (8) Available remediation equipment;
- (9) Probability of a chain reaction of failures; and
- (10) Direction of spill pathway

Small and Medium Discharges Scenarios (Appendix F to Part 112 Section 1.5.1) (p. 34130)

Worst Case Discharge Scenario (Appendix F to Part 112 Section 1.5.2) (p. 34130)

The Worst Case Discharge Volume (Appendix D to Part 112) (p. 34110)

REGION III - FACILITY RESPONSE PLAN CHECKLIST



Regional ID#:

Complete and in the proper section
Complete but not in the proper section
In the proper section but is incomplete
Incomplete and not in the proper section
Not located anywhere in the plan
Not Applicable

Comments

Discharge Detection Systems (Appendix F to Part 112 Section 1.6)

Discharge Detection by Personnel (Appendix F to Part 112 Section 1.6.1) (p. 34131)

Automated Discharge Detection (Appendix F to Part 112 Section 1.6.2) (p. 34131)

Plan Implementation (Appendix F to Part 112 Section 1.7)

Response Resources Required for Small and Medium Spills (Appendix E to Part 112) (p. 34112)

Response Resources Required for Worst Case Discharge including the Worksheet. (A facility that handles, stores or transports multiple groups of oil must do separate calculations for each oil group on site except for those oil groups that constitute 10 percent or less by volume of the total oil storage capacity at the facility. For purposes of this calculation, the volumes of all products in an oil group must be summed to determine the percentage of the facility's total oil storage capacity.) (Appendix F to Part 112) (p. 34113)

Steps to Expedite Cleanup (Appendix F to Part 112 Section 1.7.1) (p. 34131)

Addressed Not Addressed

(1) Emergency plans for spill response;

(2) Additional response training;

(3) Additional contracted help;

Addressed Not Addressed

(4) Access to additional response equipment/experts; and

(5) Ability to implement the plan including response training practice drills

Disposal Plans (Appendix F to Part 112 Section 1.7.2) (p. 34131)

Containment and Drainage Planning (Appendix F to Part 112 Section 1.7.3) (p. 34131)

REGION III - FACILITY RESPONSE PLAN CHECKLIST



Regional ID#:

Complete and in the proper section
Complete but not in the proper section
In the proper section but is incomplete
Incomplete and not in the proper section
Not located anywhere in the plan
Not Applicable

Comments

Self-Inspection, Drills/Exercises, and Response Training (Appendix F to Part 112 Section 1.8)

Tank/Surface Impoundment Inspection Log (Appendix F to Part 112 Section 1.8.1.1) (p. 34132)

Response Equipment Inspection Log (Appendix F to Part 112 Section 1.8.1.2) (p. 34133)

Secondary Containment Inspection Log (Appendix F to Part 112 Section 1.8.1.3) (p. 34133)

Qualified Individual Notification Drill Log (Appendix F to Part 112 Section 1.8.2.1) (p. 34134)

Spill Management Team Tabletop Exercise Log (Appendix F to Part 112 Section 1.8.2.2) (p. 34134)

Personnel Response Training Log (Appendix F to Part 112 Section 1.8.3.1) (p. 34134)

Discharge Prevention Meeting Log (Appendix F to Part 112 Section 1.8.3.2) (p. 34134)

Diagrams (Appendix F to Part 112 Section 1.9)

The Site Plan Diagram (Appendix F to Part 112 Section 1.9.1) (p. 34135)

The Site Drainage Plan Diagram (Appendix F to Part 112 Section 1.9.2) (p. 34135)

The Site Evacuation Plan Diagram (Appendix F to Part 112 Section 1.9.3) (p. 34135)

REGION III - FACILITY RESPONSE PLAN CHECKLIST



Regional ID#:

Complete and in the proper section
Complete but not in the proper section
In the proper section but is incomplete
Incomplete and not in the proper section
Not located anywhere in the plan
Not Applicable

Comments

Security (Appendix F to Part 112 Section 1.10)

Security Information (p. 34135)

Response Plan Cover Sheet (Appendix F to Part 112 Section 2.0)

Response Plan Cover Sheet Information (see attachment F-1 on p. 34136)

Is this multi-agency jurisdiction? _____

If yes, MSO: _____

Has this Facility Response Plan been approved by another agency? _____

If yes, date: / / Agency: _____

First Reviewer Name: _____

Second Reviewer Name: _____